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Approved For Release 2002/01/03 : CIA-RDP79-01155A000200020228-4

9 July 1965

MEMORANDUM FOR: OBI Division Chiefs

SUBJECT: Weekly DDI Activity Report Items

1. The DDI requires from each Office, when applicable, a weekly activity report covering those items of sufficient significance to be brought to the attention of the DCI during one of his morning staff meetings. It is also the vehicle for bringing important items of a similar nature to the DDI's personal attention, and will provide intelligence examples for high-level briefings (Congress, Bureau of the Budget, etc.).

2. Items covering both substantive and management activities are invited. The time factor covers the current week and the first few days of the week ahead. Bearing in mind the objective levels (DCI and DDI), care in selection is most important. Only those items that are truly significant and have a bearing on problems they are likely to be concerned with or should know about should be submitted. Likely areas might include: completion of a particularly significant report or map(s), a high-level briefing, an unusual request for unique support from other parts of the Intelligence Community, a significant intelligence collection item that bears on a serious intelligence gap, the completion of a major organization plan, a significant economy "breakthrough", an important interdepartmental negotiation in which OBI plays the major Agency role, and unique honors that might be awarded OBI personnel.

3. Each branch chief in your respective divisions should be alerted to this requirement and suggest items for submission. It will be the responsibility of each Division chief to carefully screen each suggestion and, if proposed for inclusion, prepare it according to the following specifications (sample attached):

a. One page, double-spaced. If more than ten lines, break into two paragraphs.

b. Page Title:

DDI Activity Report item  
(12-16 July 1965)

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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e. Topical Sentence Heading

A short sentence describing the theme of the item.

c. Deadline for Submission:

COB each Friday in the OD/OBI. Negative reply by phone.

4. The regular "Memorandum for the DDI" should continue to be used for those items of secondary importance that should be brought to the DDI's attention. The single-page restriction does not apply to this vehicle.

JAMES A. BRAMELL  
Director  
Office of Basic Intelligence

Attachment: As stated above

Distribution:

- 1 - ea OBI Div Chief
- 2 - D/OBI

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(6 July 1965)

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